

NDCSWINST 4651.1G  
01  
30 March 1999

NAVDENCEN SOUTHWEST INSTRUCTION 4651.1G

Subj: ATTENDANCE OF OFFICERS AT PROFESSIONAL MEETINGS, CONFERENCES,  
SEMINARS AND SHORT COURSES

Ref: (a) BUDMENINST 4651.3  
(b) Joint Travel Regulations  
(c) BUMEDINST 1500.5  
(d) NDCSWINST 1320.1D

1. Purpose. To establish guidelines for the management of attendance at professional meetings, conferences, seminars and short courses. This instruction has several major changes and should be read in its entirety.

2. Cancellation. NAVDENCENS DIEGO INST 4651.1F.

3. Background. It is the policy of the Bureau of Medicine and Surgery to afford Medical Department officers an opportunity to attend continuing education courses and professional conferences in order to keep abreast of modern developments and new techniques in their career field. Reference (a) outlines policy on attendance of Medical Department officers at health related continuing education activities, conferences and professional meetings. Reference (b) defines the authority to issue travel at no cost to the government. References (c) and (d) provide guidance to members of the command on the submission to Temporary Additional Duty (TAD) requests.

4. Policy. It is the goal of Naval Dental Center Southwest to provide continuing education for all officers. However, attendance at any form of continuing education program/conference remains a command prerogative. Whether the officer attends on TAD funded orders, authorization orders or leave, is a command decision based on the availability of funds, patient workload and employment of the command. Monetary restraints may limit the funds available for participation and each request will be considered in terms of value to the command, the Navy, and the officer as well as cost effectiveness.

5. Guidelines

- a. Officers are authorized 10 workdays per fiscal year for continuing education.
- b. Funding for Continuing Education is available for the following categories:

30 Mar 1999

(1) Two continuing education courses at Naval Dental Center Southwest.

(2) One funded course/meeting, which will normally be limited to national and/or specialty meetings as funds permit. To be eligible, officers should be residency or ACP trained in recognized specialty areas and not within six months of release from active duty (RAD) or retirement.

(3) Other courses or meetings that will provide a definite benefit to the command and the Navy. Officers will submit, with their application, justification and pertinent information relating to these courses/meetings.

c. Non-mission essential TAD, to include no cost/permissive TAD, will be in addition to continuing education at command discretion.

d. Officers in formal training (e.g., Advanced Clinical Programs) are an exception to the guidelines in subparagraph 5.a and may be granted additional training experiences to meet the requirements of the respective program as funds permit.

e. All TAD for contingency training/operations (fire fighting, damage control, fleet hospitals, hospital ships, FMF, etc.) must be coordinated through the Command Contingency Officer.

f. All TAD orders, including TAD previously approved on the annual Professional Training Plan are subject to cancellation as mission accomplishment dictates.

## 6. Health Professions Certification Examinations

a. State Licensure Examinations. Individuals are required to bear all expenses related to state licensure. An officer may be granted authorization orders on a one-time basis to gain state certification if they are not licensed in any state. Repeat or additional state board examinations will require the officer to participate in a leave status.

b. Dental Specialty Board Examinations. Requests for participation in, and funding of dental specialty board examinations will be forwarded to the Naval School of Health Sciences (NSHS) in accordance with reference (c). Request must be submitted at least six weeks prior to the date of examination. It is the sole responsibility of the officer concerned to report the results of specialty board examinations to the Commanding Officer, NSHS within five days of receipt of official notification.

## 7. Action

a. The Commanding Officer will administer the program of continuing education under the approval authority granted in reference (a).

- b. An annual Professional Training Plan will be developed and incorporated in the budget process.
- c. All requests for continuing education will be submitted to the Executive Officer via the Director of Clinical Services (DCS) and the respective Branch Director. Headquarters departments will substitute Director for Administration vice DCS and Branch Director. Determination of the impact on mission must be considered prior to recommending approval.
- d. The Head, Financial Management Department will provide the Executive Officer with an assurance that funds are available.
- e. The Manpower Management Department will ensure that the provisions of references (b) and (d) are followed in the preparation, issuance and accounting of TEMADD and authorized orders.
- f. Branch Directors shall familiarize themselves with contents of this instruction in order to counsel officers on the availability, legitimacy and cost implications of requested continuing education experiences.
- g. In selected cases, the Commanding Officer may request a written report upon completion of a command funded TAD. The report will include a brief summary of the course, its benefit to the command and/or member and a recommendation for future attendance by other personnel.

D. D. WOOFER

Dist:  
List I, Case 1, 2